1. Log in to ADC via Citrix http://www.opi.mt.gov/adc
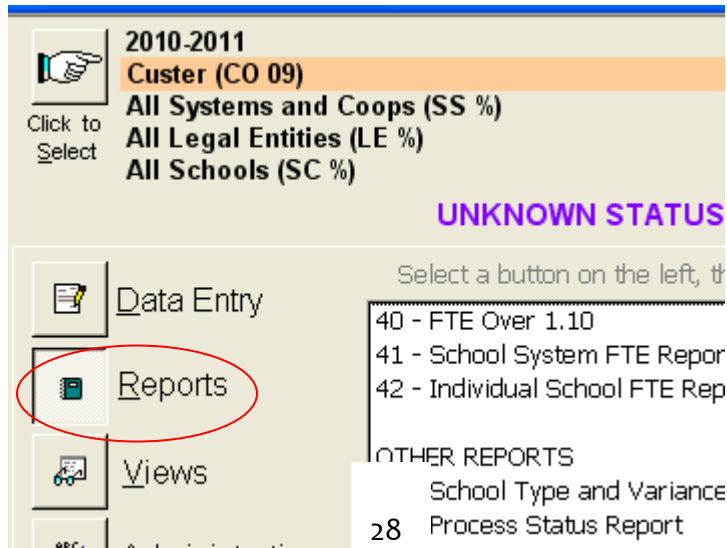2. Within the ADC, navigate to the "Reports" menu and review report # 28 Process Status Report (see Picture #1 and #2 below)
   a. View the status of all districts and schools in the county; follow up as necessary to have all districts 'Submitted to County Superintendent' and then by the final deadline all districts should be 'Submitted to OPI'.
3. Choose the Data Entry menu, choose 'Submit' from the menu. The ADC will be submitted from the County Superintendent to the OPI (see Picture #3 below)

Picture #1

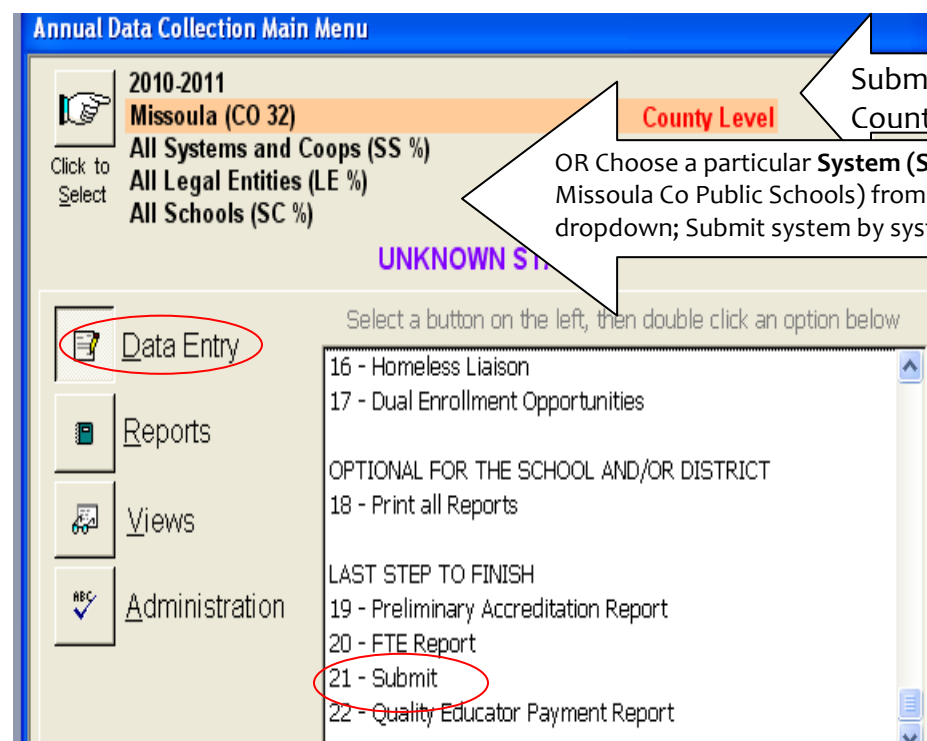## Picture #2

By final deadlline this status must be 'Submitted to OPI'

Picture #3

Annual Data Collection Main Menu

2010-2011
👉 Missoula (CO 32)   County Level
Click to   All Systems and Coops (SS %)
Select   All Legal Entities (LE %)
           All Schools (SC %)

                UNKNOWN ST

Submit all in County

OR Choose a particular **System (SS)** (e.g. Missoula Co Public Schools) from the dropdown; Submit system by system

Select a button on the left, then double click an option below

📝 Data Entry

📧 Reports

🖼 Views

✔ Administration

16 - Homeless Liaison
17 - Dual Enrollment Opportunities

OPTIONAL FOR THE SCHOOL AND/OR DISTRICT
18 - Print all Reports

LAST STEP TO FINISH
19 - Preliminary Accreditation Report
20 - FTE Report
21 - Submit
22 - Quality Educator Payment Report

*****Unless ALL Districts and Schools are submitted*****you cannot submit from the County Level (a one-step process);

To submit system by system, choose the particular System to submit and it will submit from the County Superintendent to the OPI (a system by system process)

When the County Level or a particular System level is chosen; choose Submit; please review Report #26 Process Status Report to verify the submit status of all Districts and Schools in the County